

**SUMMARY OF THE
QUALITY SYSTEMS COMMITTEE MEETING
MAY 15, 2000**

The Quality Systems (QS) Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met by teleconference on May 15, 2000, at 1 p.m. Eastern Daylight Time (EDT). The meeting was led by its chair, Mr. Joe Slayton of the U.S. Environmental Protection Agency (EPA) Region III. A list of action items is given in Attachment A. A list of participants is given in Attachment B. The updated homework table is provided in Attachment C. *The purpose of the meeting was to discuss issues leading up to the Sixth NELAC Annual Meeting (NELAC VI) and to discuss comments received by the QS Committee.*

AGENDA ITEMS

Status of Chapter 5

Mr. Slayton submitted the proposed Chapter 5 to EPA on May 8, 2000 in preparation for NELAC VI. After a few minor corrections are made, it will be compared to the July 1, 1999 version.

No additional updates to the standards will be made before NELAC VI. Anyone submitting additional comments will be asked to bring their comments to the meeting and the QS Committee will listen to any proposed changes during the meeting. The QS Committee expects that this will be an improvement from last year when updates to the standards continued until the end of June, which added confusion to the voting process.

Comments from Mr. Larry Jackson, Ms. Marlene Moore, and Ms. Jane Jensen will be addressed at NELAC VI. The QS Committee was unable to address these comments within the deadline for submitting Chapter 5.

Chain of Custody (COC)

The committee discussed the COC issue including American Society for Testing and Materials (ASTM) Standard D4840 1995 Vol. 11.01. Prior to this meeting, the Board of Directors (BoD) discussed a recommendation that Quality Systems drop legal COC from the standard but did not come to consensus. The QS Committee anticipates additional discussion on this issue during NELAC VI.

New Committee Members

Two new members have been nominated to the QS and their forms, resumes, and recommendations have been submitted to the board for approval.

Agenda for Nelac VI

The chair submitted the final agenda after making revisions based on feedback from the QS Committee. The chair anticipates flexibility in the agenda as some groups may not require all of the scheduled time, while other groups may require additional time (e.g., air and radiochemistry). During NELAC VI, the QS Committee will meet on June 26, 2000 from 1:30 p.m. - 5 p.m. and on June 27, 2000 from 9 a.m. - 12:30 p.m.

Process for Addressing Recurring Issues from Laboratories

The QS Committee recognizes a need for consistency in addressing recurring questions from laboratories. These questions are not simply “frequently addressed questions (FAQs),” but questions that would require a response from an accrediting authority (AA) or from the QS Committee. The QS Committee resolved that questions should be directed to the AA for the AA’s response, of which the QS Committee should receive a copy. If there is controversy between the state authority’s interpretation of the QS chapter and the laboratories, the question would revert to the QS Committee. The QS Committee will forward this recommendation to Ms. Jeanne Hankins, Director of the National Environmental Laboratory Accreditation Program (NELAP).

HOMEWORK

At the end of the meeting, the committee discussed comments from one of the Accrediting Authorities (Kansas) (See Attachment C). The committee responded to items 1-4, 6-14, 16, and 18-21 with “no change.” The committee agreed on the rationale for item 5 (on 5.9.4.2.1f initial instrument calibration), and the chair will carry the comment to NELAC VI. The chair will also carry the comment in items 15 (5.8.e7) to NELAC VI. In response to item 17 (5.10.2.1.e Demonstration of Capability), the QS Committee discussed eliminating the word “significant” from this section as well as C.1 (first sentence) and D.1.4.c. The discussion on these comments will continue on item 22 in the next teleconference scheduled for June 14, 2000.

QS TELECONFERENCE SCHEDULE

The committee has been meeting frequently to address changes and make revisions to Chapter 5 for NELAC VI and the next teleconference is scheduled for for June 14th from 1 to 4 p.m. EDT.

ACTION ITEMS
Quality Systems Committee
May 15, 2000

Item No.	Action Item	Date to be Completed
1.	Mr. Slayton will submit the date and time of the next QS meeting to Lisa Doucet via e-mail.	May 22, 2000
2.	Mr. Slayton will suggest a consistent approach for responding to questions from laboratories to Jeanne Hankins for consideration.	May 22, 2000
3.	Mr. Slayton will carry comments that were not addressed in the current version of Chapter 5 to the NELAC 6 meeting for discussion.	June 26, 2000

**PARTICIPANTS
QUALITY SYSTEMS COMMITTEE
MAY 15, 2000**

Name	Affiliation	Phone Numbers
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Mr. Jeff Nielsen	City of Tallahassee Water Quality Division	T: 850-891-1232 F: 850-891-1062 E: nielsenj@mail.ci.tlh.fl.us
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Ms. Alison Boshes (Contractor Support)	Research Triangle Institute	T: 202-728-2488 F: 202-728-2095 E: amb@rti.org

Comments to QS Committee
Log & Status Table 4/23/00

From (Organization)	From (Person)	Date Received	Commentor Notified of Receipt (Y/N)	Format OK? (Y/N) & WORDPERFECT OR WORD OR RICH TEXT	Number/Letter Assigned	Due Date	Compl. Date
15 Wi DNR	A. Sotomayor	4/1/99	Y	Y	wisc_1 One	6/2 9/22/99	10/18/99
16 Navy	Elsie Munsell	4/1/99	Y	Y	Navy_1.wpd Two	6/2 9/22/99 9/22/99	6/17/99
17 Arizona	George Avery	4/29/99	Y	N	not electronic Three	5/26 9/22/99	9/22/99 12/7/99
South Carolina	Carol Smith	6/24/99	N	N (hardcopy)	Four	10/15/99	11/26.99 12/7/99
Fl Dept. of Health	Steve Arms	7/14/99	Y	Y(File not avail)	Five	10/15/99	10/15/99
Hillsboroght Co. Water Dept.	Steve Axelrod	8/10/99	Y	N(File not avail)	Six	10/15/99	10/15/99
DOD	Jackie Sample	8/24/99	Y	N (Yes Email)	Seven	10/15/99	11/16/99
Lehigh Co. Authority	Donna Farber	9/2/99	Y	N (Yes Email)	Eight	10/15/99	1/7/00
W. Coast Analytical Service, Inc.	Jack Northington	9/1/99	Y	N (Yes Email)	Nine	10/15/99	12/7/99
Catalyst	Jerry Parr	9/7/99	Y	N (Yes Email) Gen. Questions	Ten	10/15/99	1/7/00
New Hampshire	Charles Dyer	?	N	Y(file not avail)	Eleven	!0/1/99	10/15/99
CA ELAB	Steve Boggs	9/22/99	Y	Y	Twelve	10/15/99	12/7/99
Eastman Kodak	Don Zahniser	9/22/99	Y	Y	Thirteen	10/15/99	1/7/00 outstanding items in 1/7/00 parking lot Completed on 4/14/00
Test America	Paul Juno	9/22/99	Y	Y	Fourteen	10/15/99	1/7/00 up to 5.12.3.3 and completed 4/14/00
WI DNR	A. Sotomayor	9/25/99	Y	Y	Fifteen	10/15/99	12/7/99
SAFETY-KLEEN CORP	VINCENT DONNDELINGER	1/3/00	Y	Y/N	A	2/9/00	4/14/00
CA-DHS	JANE JENSEN	1/3/00	Y	Y/N	B	3/1/00	2/16/00 & 3/15/00
CA-DHS	JUNE KANI	1/3/00	Y	Y/N	C	2/9/00	1* 1/3 2/9/00 and last 2/3 4/14/00
USEPA - REGION 4	CHARLIE HOOPER	12/20/99	Y	Y/N	D	2/9/00	2/23 & 36/00

DAVIS & FLOYD ENG.	CARL BURRELL	1/5/00	Y	Y/N	E	2/9/00	4/14/00
QC-INC	70720 HEIDI KRUEGER MARLENE MOORE	1/14/00	Y	Y/N	F	2/9/00	4/14/00
NY-SDH	KEN JACKSON	1/11/00 1/12/00	Y	Y/N	G	1/24/00	1/24/00
FIRST ENV	LORRIE FRANKLIN	12/3/99	Y	Y/N	H	2/9/00	1/24/00
Advanced Systems, Inc.	Marlene Moore	2/8/00	Y	Y	C1	3/6/00	3/6/00
PDC Labs, IL	Jeff Loews	3/6/00	Y	Y/N	C2		3/21/00
Field Activities Committee	Bart Simmons	3/2/00	Y	Y/N	C3		3/21/00
ELAB	J. Wilson Hershey	2/28/00	Y	Y/N	C3		3/13/00 and 3/21/00 and 4/14 and 4/17
UOSA	Bill Nivens	3/15/00	Y	Y/N	C4		3/15/00
FI	Steve Arms	3/10/00	Y	Y	C5		3/21/00
Hampton Roads Sanitary Authroity	Stancie Calacsan	1/24/00	Y	Y/N	I		4/19/00
California Health Dept.	June Kani	2/10/00 and 4/14/00	Y	Y	J		4/19/00
WI	Laura Trans	2/25/00	Y	Y	K		4/19/00
Severn Trent Labs STL	Deb Loring	3/16/00	y	Y/N	l		4/19/00
KS	Aurora Shields	2/29/00	Y	Y	M		3/9/00
FL DEP	Silky Labie	3/12/00	Y	Y	N		4/17 & 4/19
CA Health Dept.	Jane Jensen	3/12/00	Y	Y	O	NELAC 6	NELAC 6
PA DEP	Michael DePalma	3/30/00	Y	Y	P		4/19/00
Envir. Quality Management	Larry Jackson	4/4/00	Y	Y	Q	NELAC 6	NELAC 6
East Coast NELAC Assessors	Marlene Moore	3/31/00	Y	N	R	NELAC 6	NELAC 6

Note: The comments will be discussed during QS Committee meetings and the QS consensus comments will be included with the committee minutes. The final version of the tables/sections of tables will be forwarded by the lead after the committee meeting so that it can be attached to the minutes. As the final response will be the consensus of the QS committee, the name of the group leader/s will not be included in the minutes/web posting.